

Broadband For Seniors - Online Lesson Instructions

There are FREE online lessons as part of Broadband For Seniors (BFS). They will start to teach you the basics of using a computer or tablet, emails, word processing etc. There are also more advanced modules that teach Microsoft Office 2007 and 2010, Photography, Skype and Social Networking.

The online training system consists of sets of interactive slides that you work your way through. Ask a tutor to explain which modules are most suitable for your computer or tablet. Repeat them as often as you like. Even computer savvy seniors have discovered features and methods they didn't previously know about.

Break the modules up with sessions of practice. For example do the module about the mouse and then play Solitaire. After the word processing module, locate the WordPad program and do some actual typing and formatting mentioned in the module. Repeat the module. **Practice is the key to learning.**

To start, or continue, your online computer lessons:

1. Go to this webpage address www.bfseniorsonline.com.au (Suggest you save it as a favourite)
2. If it's your first time then click 'Create Account' to create your free training account.
Write down your login User Name and Password.
3. Then logon with your User Name and Password.

Note: When creating an account you will be asked for an email address, if you don't yet have one then use a friends email, or a rubbish one like junk@fred.com (The email simply has your username and password.)

This is a picture of the logon web page.



The first screen you get after logging on lists the available courses.



Each online lesson is a set of interactive slides. A typical one is explained below. Read what is on the screen and then do as the slide requests. Some slides have little interaction and are similar to an old fashioned slide show where you simply move from slide to slide. If you can't make the slides advance, then click the back or forward button on the bottom edge of the slides.

Navigation panel. Click to jump to a different section

How far you are through this lesson

Click either 'X' to abort the lesson

Orange arrows point at what the module wants you to do

Text boxes explain the screen and then what you should do

Restart this module

Back and Forward

Bold text shows where you are at in this module.

Toolbox options

The window is now maximised. You can see there are four options currently displayed on the toolbar. These options are specific to the window open. Click on the photo of the Koala.

The later versions of the online training slide sets have a different appearance as shown below. As a rule a **red arrow** points to what they want you to do; a **green arrow** points at the item the text is about. If all else fails then click the Navigation controls and move to the next slide – life's too short for frustration.

Click 'X' to abort the lesson

Text boxes explain the screen and then what you should do

Red arrows point at what the module wants you to do

Click to display the Navigation controls or to restart the module

As we are assuming you don't have a Microsoft account, we'll now follow the steps to create one. Select the indicated **Sign up now** link. This is free, and will only take a few moments. Please do this now.

Don't have a Microsoft account? **Sign up now**



If you're in a hole – stop digging. Ask a tutor for help.